

JOINT PURCHASING MANUAL

*Government Units Sharing Through
Centralized Procurement*



**Rod R. Blagojevich, Governor
State of Illinois**

Michael M. Rumman, Director

CMS ILLINOIS
DEPARTMENT OF CENTRAL
MANAGEMENT SERVICES



OFFICE OF THE GOVERNOR
207 STATE CAPITOL, SPRINGFIELD, ILLINOIS 62706

ROD BLAGOJEVICH
GOVERNOR

Dear Local Official:

All levels of government face numerous challenges and one of the most formidable is finding a way to stretch limited resources to respond to the basic needs and demands of our citizens.

The state of Illinois' Joint Purchasing Program offers an excellent method for local government units and the state to save money through the purchase of goods and services from state contracts. As a result of the buying volume achieved in this manner, costs can be significantly reduced and, in fact, the more participants there are the greater the savings can be.

A tremendous variety of products and services are available through the Joint Purchasing Program at excellent prices. I encourage you to consider this unique partnership. It is another way public officials can maximize the use of taxpayer dollars.

Sincerely,

A handwritten signature in cursive script that reads "Rod Blagojevich".

Rod R. Blagojevich
Governor



ILLINOIS

Rod R. Blagojevich, Governor

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

Michael M. Rumman, Director

Dear Local Official:

Central Management Services (CMS) recently finished updating our Joint Purchasing Manual, offering additional goods and services at reduced prices. The manual describes the Joint Purchasing Program, outlines its processes and provides a listing of the products and services available--everything from travel discounts, cellular phone service and police vehicles to office machines, rock salt and school buses.

The Joint Purchasing Program extends the opportunity to share the benefits of state government's large-scale centralized purchasing to smaller governmental entities. By linking our requirements with those of local governmental entities of all types, smaller users are able to take advantage of price reductions typically available only to large volume customers. Joint purchasing also saves the time and manpower necessary to write specifications, process bids and award contracts. In addition, you gain the services of professional buyers and other technical personnel.

The Joint Purchasing Program is administered by the CMS Division of Procurement Services and is located in Room 801 of the Stratton Office Building, Springfield, Illinois 62706. Staff can be reached by telephone at (217) 785-6935. The TDD/TTY number is (217) 785-3979.

We hope you will take advantage of this opportunity to save through large volume purchasing. Please let us know if you have any questions or suggestions for improving the program.

Sincerely,

A handwritten signature in black ink, reading "Michael M. Rumman", is written over a horizontal line.

Michael M. Rumman
Director

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STATE OF ILLINOIS JOINT PURCHASING CONTRACTS

Section 4 on page 16 of this manual describes the steps to follow to view contracts online.

All contracts are published in a .pdf (portable document format) that requires Adobe Acrobat Reader in order to open. You may download Adobe Acrobat Reader free of charge at <http://www.adobe.com>.

LAW ENFORCEMENT

T0240	Ammunition
T1120	Blood/Urine Test Kits
T1140	Body Armor
T1260	Breath Analysis Units
T7100	Collection Cups for Random Drug Testing
T2415	Dry Gas, Evidential Standards
T4240	Leather Jackets
T4280	Light Bars, Police Vehicles
T6720	Radar, Mobile Moving
<i>Radio Equipment -</i>	
T5666	800 MHz Trunking Systems
T0250	Microwave Parts, Andrew Corp.
T5660	Radio Antennas, Batteries, Parts, Weather Radios
T5670	Radio Equipment
T5680	Radios, Portable, Encrypted
T6110	Shotguns
T4160	Speed Detectors, Laser
T7200	Vehicles, Police Pursuit
T5360	Video System, Patrol Car

MAINTENANCE

Building

T0140	Air Conditioners, Self-Contained, Room
T0160	Air Filters (HVAC)
T0220	Ammonia, Cleaners & Personal Hygiene Soaps
T3180	Ballasts, Electronic, Magnetic Fluorescent
T1600	Carpet Squares & Carpet Rolls
T1860	Clocks
<i>Dishwashing & Laundry Supplies -</i>	
T2300	Dishwashing & Laundry Supplies, Domestic
T2220	Dishwashing Supplies, Institutional
T4180	Laundry Chemicals, Institutional (Bleaches, Detergents, etc)
T4200	Laundry Supplies, Institutional (Laundry Bags, etc)
T2240	Disinfectants, Institutional
T3040	Fire Extinguishers
T6960	Flags
T1460	Garbage Can Liners
T3980	Janitorial & Household Supplies
T4080	Lamps, Large (Incandescent, Fluorescent, etc)
T4390	Locks & Lock Parts
T4870	Maintenance, Repair & Operations - Grainger
T5800	Reflective Materials
T5220	Paints & Varnishes
T5540	Pipe Insulation & Fitting Covers
T7340	Rags, Wiping
T5960	Salt for Water Softener
<i>Tools -</i>	
T3540	Hand Tools
T3560	Hand Tools, Power
T7360	Wrenches, Pneumatic
T2500	Wiring Devices
T7280	Water Cooler, Electric

Grounds

T1680	Chain Saws, Trimmers, Blowers & Accessories
T2140	Concrete Saw Blades, Diamond Tip
T6960	Flags
<i>Ice Removal Compounds -</i>	
T1380	Calcium Chloride Liquid
T1380	Calcium Chloride Pellets, 50 lb. Bags
T1380	Ice Melt w/ Organic Corn Derivative, 50 lb. Bags
T4380	Liquid Salt Solution
T5920	Rock Salt, Bulk, Delivered in Full Truckloads
<i>Mowers & Parts -</i>	
T4840	Mower Parts, Bomford
T4860	Mowers, Parts & Accessories
T6640	Tractors with Associated Mowers, Farm Implements
T6540	Tarpaulins

Road

T0300	Asphalt, Liquid
T0360	Attenuators, Crash Cushions
T0920	Barricades, Warning Lights & Sign Standards
T1060	Bituminous Mixtures
T1700	Chains, Tow & Accessories
T2140	Concrete Saw Blades, Diamond Tip
T2045	Crack Sealer
T2540	Engineering & Field Supplies
T6800	Flare Kits, Triangular Reflector
T3420	Fusees, Highway Warning Flares
T3680	Highway Lighting Components

Ice Removal Compounds -

T1380	Calcium Chloride Liquid
T1380	Calcium Chloride Pellets, 50 lb. Bags
T1380	Ice Melt w/ Organic Corn Derivative, 50 lb. Bags
T4380	Liquid Salt Solution
T5920	Rock Salt, Bulk, Delivered in Full Truckloads
T5020	Nuclear Moisture Density Gauge
T5400	Personal Protection Items
T6340	Posts, Steel Sign
T5800	Reflective Material
T5900	Road Tube
T6260	Spreader Parts, Flink & Swenson
T6660	Traffic Cones & Barrels
T6680	Traffic Control Arrow Panel & Message Board
T6700	Traffic Counters

Traffic Marking Paint & Glass Beads -

T3450	Glass Beads for Traffic Marking Paint
T5220	Traffic Marking Paint
T6760	Traffic Signal Components

Warning Lights & Parts -

T7260	Whelen
T1380	Public Safety

OFFICE

Equipment

Audio Visual Equipment, Bulbs & Accessories -

T0380	Audio Visual Equipment & Accessories
T5420	Lamp Bulbs, Audio Visual
T6530	Tape Media
T7240	Video Equipment & Accessories
T0060	Adding Machines & Calculators
T0800	Addressing & Mailing Equipment
T0925	Batteries, Dry Cell, All-Purpose

Computer -

T1910	Laptop
T1915	PC Systems, Monitors & Accessories
T2160	Dictation Equipment & Supplies
T2440	Duplicating Equipment & Supplies

Facsimile -

T2920	Equipment
T2940	Supplies

Microfiche -

T4620	Reader Printers
T4600	Wet & Dry Silver Film

Photography -

T5460	Aerial Survey Film
T5500	Film, Chemicals & Paper
T5510	Instant Film & Cameras

Printer & Cartridges -

T4120	Laser Printer Cartridge, Refurbished
T4100	Laser Printer Cartridges & Supplies
T1916	Printers

Radio Equipment -

T5666	800 MHz Trunking Systems
T0250	Microwave Parts, Andrew Corp.
T5660	Radio Antennas, Batteries, Parts, Weather Radios
T5670	Radio Equipment
T5680	Radios, Portable, Encrypted

Typewriter -

T6900	Typewriters & Supplies
T5860	Ribbons
T7280	Water Cooler

Furniture

T2060	Data Processing Furniture
T2135	Design Options Proprietary
T3220	Folding Tables & Stack Chairs
T3600	Haworth Proprietary

Office Furniture -

T5065	Zone 1, Downstate
T5070	Zone 2, Northern Illinois

Office Seating -

T3365	Zone 1, Downstate
T3370	Zone 2, Northern Illinois

Supplies

T1400 Calendars
T1860 Clocks
T2160 Dictation Supplies
T2440 Duplicating Supplies
T2940 Fax Supplies
T5420 Lamp Bulbs, Audio Visual

Microfiche / Microfilm Supplies -

T4600 Microfiche, Wet & Dry Silver Film
 T4660 Kodak Microfilm Supplies
 T4680 Microfilm, Silver Com, Kodak
T5080 Office Supplies
T5300 Paper Products

Pens -

T5380 Ballpoint
 T5381 Flexible
T5480 Photocopy Supplies, Xerox

Photographic Supplies -

T5460 Aerial Survey Film
 T5500 Film, Chemicals & Paper
 T5510 Instant Film & Cameras

Printer Cartridges & Supplies -

T4120 Laser Printer Cartridge, Refurbished
 T4100 Laser Printer Cartridges & Supplies
T5860 Typewriter Ribbons

PERSONAL USE

T0900 Barber & Beauty Supplies
T1120 Blood/Urine Test Kits
T1260 Breath Analysis Units
T7100 Collection Cups for Random Drug Testing
T2130 Defibrillators
T2420 Dry Goods (Blankets, Sheets, Towels, etc)
T3460 Exam Gloves, Vinyl & Latex
T3240 Food Supplements

Footwear -

T3260 Rubber & Canvas
T6100 Shoes & Boots
T6120 Slippers, Snug Knit
T3780 Hospital Supplies
T3920 Incontinent Briefs & Underpads
T4240 Leather Jackets
T4920 Napkin & Condiment Kits
T5300 Paper Products
T5400 Personal Protection Items
T5520 Pillows
T2200 Plastic Dinnerware
T1280 Respirators & Accessories
T5980 Sanitary Napkins
T0220 Soaps, Personal Hygiene
T6520 Tableware, Stainless
T5300 Toilet Tissue, Recycled
T6620 Toothbrushes & Toothpaste
T7140 Vaccines, Hepatitis B
T7300 Wearing Apparel, Institutional

VEHICLES & PARTS

Automotive Lighting -

- T4320** Auxiliary Auto Lighting, K-D
- T0620** Lamps & Flashers
- T1380** Warning Lights, Amber - Public Safety
- T7260** Warning Lights, Amber - Whelen

Maintenance Items -

- T0460** Belts, Hoses & Related Items
- T0480** Brake & Power Steering Fluids
- T0500** Brake Pads for Police Pursuit Vehicles
- T1700** Chains, Tow & Accessories
- T2180** Diesel Fuel Treatment
- T0540** Filter Elements
- T0640** Maintenance Chemicals
- T0600** Spark Plugs & Ignition Parts
- T0740** Tires
- T0780** Windshield Washer Fluid
- T0800** Windshield Wiper Arms, Blades & Accessories
- T6260** Spreader Parts, Flink & Swenson
- T5340** Paratransit Vehicles
- T7160** Passenger Vehicles
- T7200** Police Pursuit Vehicles
- T1360** School Busses
- T6640** Tractors, Mowing Equipment, Farm Implements
- T6840** Trucks, Light Duty (Pickup, SUV)
- T6860** Trucks, Medium Duty (10,000+ lbs GVWR)

SECTION 1

What is the Joint Purchasing Program?

The following explanation of the procedures to be followed by local governmental units wishing to participate in the State of Illinois Joint Purchasing Program has been prepared by the Department of Central Management Services, Procurement Services Division. As necessity dictates, changes, additions or deletions will be made to this publication.

The Governmental Joint Purchasing Act authorizes certain governmental units to purchase personal property and supplies jointly with the State of Illinois (30 ILCS 525/0.01 et seq.). A copy of the legislation may be found on pages 19 through 21 of this manual.

The State of Illinois, through the Department of Central Management Services, Procurement Services Division, will establish all rules, regulations and procedures in accordance with its policies and the law. It reserves the right to refuse any request for purchase if, in its opinion, pooling of a particular item or items is not beneficial or workable.

The concept of joint purchasing is not new. Volume buying and centralized procurement have meant lower prices for groups ranging from private clubs to the biggest corporations. In recent years joint purchasing by separate governmental legal entities has gained considerable prominence as a means by which local governments can secure a greater return for the expenditure of public funds. In essence, the program extends the promise of benefits of centralized procurement beyond the normal limits. This enables the smaller user to secure the price advantage of larger volume purchasing.

It should be clearly understood that this is a voluntary program. Within the framework of these procedures, each governmental unit determines the extent of its participation.

The State of Illinois does not become the purchasing agent for any governmental unit and has no intention to make sales directly to governmental units. All contracts are placed directly with business firms. Each governmental unit must issue its own purchase orders, accept its own deliveries, and make its own payments. Participation in one purchase or contract does not require participation in other state contracts.

What is a Joint Purchasing Entity?

Joint purchasing entities are the State of Illinois, any public authority which has the power to tax, any other public entity created by statute, and any not-for-profit agency which qualifies under the State Use Law Program. For the purposes of this manual, a joint purchasing entity shall be referred to as a “governmental unit.”

Advantages

In most cases, joint purchasing results in reduced costs, derived from improved specifications and increased price competition. Advantages are not limited to actual dollar savings on goods. Indirect savings are also realized in such ways as:

- Eliminating administrative duplication by saving time and manpower in processing requisitions for bids;
- Taking, reading, and evaluating bids and making awards;
- Writing and updating specifications; and
- Greater technical research.

Prerequisites

Factors that contribute to the success of the Joint Purchasing Program:

- The program must start with a determination to promote the best interest of taxpayers without prejudice or favor.
- For a program of this nature to be successful, there must be an agreement to approach the development of standards and specifications with an open mind. Actual usage requirements, rather than a brand or vendor preferences, must be considered. Without such an approach, there is no sound basis for an agreement to abide by the bid results.

Expansion of Joint Purchasing Contracts

Governor Blagojevich is committed to maximizing the benefits of this program. Governmental units are invited to suggest items they would like to see covered by state contracts. When sufficient interest is expressed for items that can be purchased in volume, the state will consider entering into such contracts, whenever possible.

Governmental units are also encouraged to join together in joint purchase of common use items as permitted by the Governmental Joint Purchasing Act.

Joint Purchasing Mailing List

The Procurement Services Division will limit mailings to one location for each governmental unit. In those instances where more than one official or department has need for the information, it is suggested that the local governmental unit make copies of the mailing for local distribution. A periodic review will be made and units that have not participated in the Joint Purchasing Program may be dropped from the mailing list.

SECTION 2

Obligations of Participating Governmental Units

For the benefit of governmental units wishing to participate in joint purchasing, procedures have been established with the intention of maintaining good vendor relations and confidence in the program. These procedures result in better prices, services and delivery:

1. Legal authority must exist for governmental units to make purchases from contracts issued by the State of Illinois. Official action must have been taken by the governing body of the unit authorizing its purchasing officials to participate in such a program.
2. A copy of the ordinance or resolution passed by the governing body of the governmental unit **MUST** be sent to the Procurement Services Division, Department of Central Management Services, 801 Stratton Building, 401 South Spring Street, Springfield, Illinois 62706. The official action shall be held in force until such time as it is withdrawn in writing. *A resolution form is included on Page 26 of this publication for your use.*
3. The governmental unit shall make all purchases under state contracts for public use only. Purchases through the contracts for the personal use or consumption by any individual or public employee or official are prohibited.

Guidelines for Ordering From Open-End State Contracts

1. Any governmental unit having a pre-existing contract shall complete that contract before participating in joint purchasing.
2. Governmental units should carefully read the Joint Purchasing Master Contract, as posted on the Illinois Procurement Bulletin issued by Central Management Services on the Internet at <http://www.purchase.state.il.us>, as it may pertain to catalogs and price lists. In some instances, suppliers furnish these items on request. Every effort is made to keep supplier costs at a minimum so governmental entities can enjoy the lowest prices possible.
3. Orders shall be placed with the supplier directly by the governmental unit using it's own purchase order forms. The purchase order must reference the state contract number, description of the item, brand and/or model number, unit of measure, unit price and price extension.

4. Purchase orders should not be issued for less than the minimum quantities shown on the Joint Purchasing Master Contract. A violation of this requirement results in loss of bidders and higher prices to the state and other participating governmental units on future contracts. Vendors are **not** required to deviate from the terms of their contract.
5. All items delivered under contracts awarded by the Procurement Services Division should be inspected immediately for compliance with the contract specifications. Governmental units should seek replacement of any items not meeting specifications. Failure of suppliers to comply should be called to the immediate attention of the Procurement Services Division. These calls should be directed to the attention of the buyer shown on the Joint Purchasing Master Contract, as posted on the Illinois Procurement Bulletin website <http://www.purchase.state.il.us>.
6. In the event of a dispute between the governmental unit and a contract holder, it shall be resolved by the disputing parties. In exceptional cases, however, the state may offer its services in the resolution of a dispute.
7. Governmental units making purchases from a state contract shall accept responsibility for direct payment to the vendor within thirty days after receipt of goods.

SECTION 3

Contracts Requiring a Joint Purchasing Requisition

- **Rock Salt**

Open-End Guaranteed Minimum Order - Maximum Furnish type contracts for the purchase of bulk Rock Salt used on roads and highways during the winter season are issued in the month of **September** each year.

Prior to enacting the contract, participating governmental units are surveyed to establish their salt requirements for the upcoming winter season. The survey, mailed in **March** of each year, consists of a numbered Procurement Services Division letter explaining the major terms of the contract and the definite time for returning the enclosed Joint Purchasing Requisition Form.

It will be the sole responsibility of the governmental unit to inform the Procurement Services Division by the established deadline of its intention to participate in the purchase of bulk Rock Salt with the state.

- **Traffic Paint and Glass Beads**

Firm quantity contracts for the purchase of White and Yellow Traffic Paint, in bulk and in 55-gallon drums, and Glass Beads are issued in the month of **November** each year.

Prior to enacting the contracts, participating governmental units are surveyed to establish their traffic paint and glass beads requirements for the upcoming traffic-painting period. The survey, mailed in **August** of each year, consists of a numbered Procurement Services Division letter explaining the major terms of the contract and the definite time for returning the enclosed Joint Purchasing Requisition Form.

It will be the sole responsibility of the governmental unit to inform the Procurement Services Division by the established deadline of its intention to participate in the purchase of Traffic Paint and Glass Beads with the state.

- **Liquid Salt and Liquid Calcium Chloride**

Firm quantity contracts for the purchase of Liquid Salt and Liquid Calcium Chloride are issued in the month of **July** each year.

Prior to going out for bid, participating governmental units are surveyed to establish their liquid salt and liquid calcium chloride requirements for the upcoming period. The survey, mailed in **May** of each year, consists of a numbered Procurement Services Division letter explaining the major terms of the contract and the definite time for returning the enclosed Joint Purchasing Requisition Form.

It will be the sole responsibility of the governmental unit to inform the Procurement Services Division prior to the established deadline of its intention to participate in the purchase of Liquid Salt and Liquid Calcium Chloride with the state.

Procedures for Submitting Joint Purchasing Requisitions

All governmental units are required to submit an Illinois Joint Purchasing Requisition Form for the specific contract items. A single copy of the Joint Purchasing Requisition Form, signed by the authorized official or agent of the governmental unit, is all that is required. Upon completion of the purchase, the vendor award will be recorded on the Joint Purchasing Requisition Form and returned to the governmental unit at the address shown on the requisition. It will then be the responsibility of the governmental unit to issue the contract vendor a purchase order.

Factors to Consider Prior to Filing a Requisition with the State

1. No subsequent bids covering the same items should be solicited by any governmental unit filing a requisition. The state issues an award based on the requirements covered by requisitions and this quantity must be ordered regardless of whether or not lower prices may be offered locally. The state does not take bids to obtain estimated prices. Withdrawal of a requisition after subsequent solicitation for bids has been made shall not be permitted.

The practice of withdrawing a requisition could destroy the good faith of the state's bid and might lead to price manipulation with state prices used to "beat down local prices." Such a practice would be detrimental to the interest and integrity of the contracts and to the state's entire purchasing program.

2. Overlapping time periods must be identified on the Joint Purchasing Requisition Form so there will be no misunderstanding as to whether or not existing commitments will be honored or as to the date a future commitment will begin.
3. It should be clearly understood that the governmental unit has delegated its authority to purchase items covered by the requisition. Immediately following the award, the governmental unit shall be notified of the contractor and the quoted price.
4. Only specifications established in the invitation for bid shall be accepted.

SECTION 4

Contract Information on the Internet

CMS Procurement Services Division publishes Joint Purchasing Program contract information on the Illinois Procurement Bulletin, located on the Internet at <http://www.purchase.state.il.us>. There is no cost to use this service. You are not required to be a registered user of the Illinois Procurement Bulletin in order to access this information. Simply go to the website and select the link entitled "Master Contracts." A detailed user manual is available in this area. All contracts are published in a .pdf (portable document format) that requires the Adobe Acrobat Reader in order to open. You may download The Adobe Acrobat Reader free of charge at <http://www.adobe.com>.

From the "Master Contracts" page, select "Joint Purchasing" to find the list of contracts available to local governmental units. For access to a contract, select the blue arrow next to the contract name, then select the contract number to review contract details.

If your governmental entity is not a member of the Joint Purchasing Program and attempts to order from a posted contract, it could be violating the purchasing laws of your governmental unit. If you are unsure, please contact the Joint Purchasing Coordinator at (217) 785-6935.

A link is available to the CMS Procurement Services Division's standard terms and conditions, as well as those of the CMS Printing Division. You will also find a link to general ordering instructions. Some Joint Purchasing Master Contracts have very specific ordering instructions or may have recently been amended. Therefore, the user should review each contract on-line carefully to ensure up-to-date contract information prior to placing an order.

E-Mail Notification of Contract Awards

To subscribe for automated e-mail notifications when new or revised contracts have been awarded, select the "New Subscription" link on the left navigation pane of the Illinois Procurement Bulletin. The initial subscription page provides general information regarding the automated e-mail notifications.

After reviewing the general information and disclaimer, complete the "Log In/New Subscriber" page. Enter the e-mail address that you want to use to receive Joint Purchasing Master Contract e-mail notifications and select "Continue." This same e-mail address will be used when sending automated notifications for new or revised Joint Purchasing Master Contracts, confirming the subscription process and updating your subscription. Select "Cancel" to quit the subscription process.

When creating a new subscription, the next step is to select the contracts for automated e-mail notifications. Each Joint Purchasing Master Contract has a "T" number. You will only receive e-mail notification for the Joint Purchasing master contract that matches the "T" number(s) you select on your subscription. You must select at least one "T" number to complete this subscription. Select the "Add" button to display the "T" number list box.

Save your subscription form by selecting the "Submit" button.

After saving your subscription, you will receive an automatic e-mail notification containing instructions on how to confirm your subscription. The e-mail will contain a link used to complete the confirmation. When you select the link, the Subscription Confirmation page will display. **Your subscription will not be active and you will not receive automated e-mail notifications until you have confirmed your account using the link in the e-mail.**

Select the "Confirm" button to complete the confirmation. Your account will be activated and you will begin receiving automated e-mail notifications within one business day.

Should you need assistance with the Internet information or procedures, please contact:

Illinois Procurement Bulletin Contract Information Help Desk

E-Mail: webmaster@purchase.state.il.us

Phone: (217) 557-5695

NOTE: If you access Joint Purchasing Master Contracts frequently, you may choose not to receive e-mail notifications. However, remember to always carefully review the contract on-line immediately before you place an order.

SECTION 5

Questions and Answers

Q. What is joint purchasing with the State of Illinois?

- A. Joint purchasing is the pooling of requirements by the State of Illinois with those of other governmental units. It offers governmental units the opportunity to share with the state in the benefits of large scale centralized purchasing.

Q. How much will governmental units save?

- A. No one can say exactly, except that the unit cost average savings is 27.5%. Administrative costs in processing requisitions, taking bids and making awards will be eliminated, while the services of professional buyers and other technical personnel will be available at no cost.

Q. How much will it cost governmental units to participate?

- A. There is no cost for this service. The Department of Central Management Services reserves the right, however, to review this policy at the end of each year.

Q. What does the state get out of joint purchasing?

- A. It is a fundamental purchasing principle that increased volume generally causes a reduction in prices. When high quality standards are maintained and a reduction in cost is still obtained, both the state and its governmental units will profit. The real purpose of the Joint Purchasing Program, however, is that the state can be of help to the various governmental units, which may or may not have established purchasing departments for procurement functions. As a result, reductions can be made in administrative costs incurred in preparation of specifications, solicitation and evaluation of bids, making awards, and availability of professional engineering and testing.

Q. What items seem to be potentially suitable for joint purchasing?

- A. Suitable items must possess the following characteristics:
1. Common usage with a continuing demand.
 2. Similar end uses with identical specifications.
 3. Procurement in sufficient quantities with anticipated savings great enough to merit the added time and expense of a joint bid.

Q. What if an item is not listed as being available for joint purchasing, yet readily appears to be an item suitable for inclusion in the program?

A. If there are questions concerning items that are not listed but which the unit of government feels could be purchased jointly with the state, a telephone call to the Joint Purchasing Coordinator is encouraged. The telephone number to call is (217) 785-6935.

Q. Can other governmental units recommend names of bidders?

A. Yes. The Procurement Services Division is always glad to receive names of local bidders interested in bidding on any or all of its requirements. However, in order to be eligible, all prospective bidders must be prequalified to do business with the state Procurement Services Division.

Q. Will preference be given to local suppliers because “they are taxpayers in the community”?

A. Only in the case of tie bids, “*when all other things are equal*” and the award would not increase the cost to the taxpayers. Illinois vendors receive awards over out-of-state vendors in these instances. To do otherwise becomes a matter of discrimination in which one small group of taxpayers is given an advantage at the expense of other taxpayers.

Q. Will the state purchase specialties, or items not listed in the procurement schedule used by state agencies?

A. Not unless special circumstances exist. Inquiries on such items may be made, by letter, to the Procurement Services Division, which will make decisions on the basis of individual evaluation.

Q. If a governmental unit chooses not to enter into joint purchasing, will the state extend other services?

A. Yes. The services of the Procurement Services Division are available, on written request, in matters dealing with specifications or prices being paid for commodities or equipment. Lists of qualified bidders for various items will also be made available.

Q. How will governmental units be notified of State joint purchasing contracts?

- A. An automated e-mail notification service is available for governmental units wishing to receive notification when new or revised contracts have been added to the Joint Purchasing section of the Master Contracts system. Please go to **Section 4: E-Mail Notification of Contract Awards**, located on page 12 of this publication, to review the steps necessary to subscribe for this service.

Q. Are there contracts that permit purchases by governmental units without requiring units to submit requisitions for fixed requirements?

- A. Yes. Most centralized state contracts covering estimated quantities contain a price extension clause permitting local governmental units to participate therein. When such a clause is contained in the contract, agencies may use the contract by placing an order directly with the firm. See **Section 2: Guidelines For Ordering From Open-End State Contracts**, located on page 7, for information regarding placing orders.

Q. What if the governmental unit changes its mailing address, contact person, telephone number, fax number or e-mail address?

- A. The governmental unit is responsible for notifying the Procurement Services Division of all changes in mailing address, contact person, telephone or fax number and e-mail address. This is necessary to ensure that mailings are sent to the correct location.

Q. Does the state have joint purchasing contracts with minority- and female-owned businesses?

- A. Yes. The Joint Purchasing Master Contract will show a five (5) alpha code near the name of the vendor. This code will identify the ownership and also indicates if the vendor is classified as a small business or a large business. The following is an explanation of each position of the codes:

Position one Business Ownership:

C = Not For Profit Rehabilitation Agency for the Handicapped
F = Governmental Agencies of the Federal Government
G = Governmental Agencies from Other States
N = Not Applicable or Male Owned
O = Other
P = Pending BEP Certification
R = Rehabilitation Facility - Not DORS Certified
W = Women Owned

- Position two Business Group:**
A = Oriental/Asian American
B = African American
H = Hispanic
I = American Indian/Alaskan Native
N = Non-Minority
O = Other
P = Pending BEP Certification
- Position three Business Size:**
L = Large
P = Pending BEP Certification
S = Small
- Position four Business Type:**
E = Commodities and Equipment
J = Commodities/Equipment/Services
K = Commodities/Equipment/Maintenance/Repair
M = Maintenance and Repair
O = Other
P = Professional and Artistic Services
R = Renovation/Rehabilitation/Construction
T = Services/Maintenance/Repair
U = Unqualified
V = Services (Contractual)
- Position five Disability Code:**
N = Not applicable/Not Disabled
P = Person with a Disability
Q = Supported Employment Vendors

As an example, a business classified as **WBSEN** would be a Woman Owned, African American Owned, Small, Commodities and Equipment Business, whose owner is not a person with a Disability.

Q. Does the state have joint purchasing contracts that include items made from recycled materials?

- A. It is the intent of the State of Illinois, whenever feasible, to encourage the maximum procurement of goods that are made from recovered materials by an ongoing program to include such products in state contracts.

Specifications of products with recycled material content are designated as such by use of the letter “R” in the first position of the Commodity Identification Number (CIN). An example follows:

5113-588-0000 Paper Products - (Virgin)
R113-588-0000 Paper Products - (Recycled)

Contact Information

Please contact us for additional information. If you wish to visit our office, please do so by appointment. Direct all correspondence to:

CMS - Joint Purchasing Program
801 Stratton Office Building
401 South Spring Street
Springfield, Illinois 62706

Please direct telephone calls to the **Joint Purchasing Coordinator, (217) 785-6935.**

GOVERNMENTAL JOINT PURCHASING ACT
(30ILCS 525/0.01 et seq.)

The Governmental Joint Purchasing Act

AN ACT authorizing certain government units to purchase personal property, supplies and services jointly. Approved August 15, 1961 and amended by Public Act 76-641, effective August 5, 1969, Public Act 80-57, effective July 1, 1977, Public Act 86-769, effective September 1, 1989, and Public Act 87-960, effective August 28, 1992 (30ILCS 525/0.01 et seq.).

Section 1. Governmental Unit. For the purposes of this Act, “governmental unit” means State of Illinois, any public authority that has the power to tax, or any other public entity created by statute.

Section 2. Authorization; bids; other laws; not-for-profit agencies

(a) Any governmental unit may purchase personal property, supplies and services jointly with one or more other governmental units. All such joint purchases shall be by competitive bids as provided in Section 4 of this Act. The provisions of any other acts under which a governmental unit operates which refer to purchases and procedures in connection therewith shall be superseded by the provisions of this Act when the governmental units are exercising the joint powers created by this Act.

(b) Any not-for-profit agency that qualifies under Section 7-1 of the Illinois Purchasing Act and that either (1) acts pursuant to a board established by or controlled by a unit of local government or (2) receives grant funds from the State or from a unit of local government, shall be eligible to participate in contracts established by the State.

Section 3. Agreements for conduct of bid letting. Any agreement of the governmental units, which desire to make joint purchase, one of the governmental units shall conduct the letting of bids. Where the State of Illinois is a party to the joint purchase agreement, the Department of Central Management Services shall conduct the letting of bids. Expenses of such bid letting may be shared by the participating governmental units in proportion to the amount of personal property, supplies or services each unit purchases.

When the State of Illinois is a party to the joint purchase agreement, the acceptance of bids shall be in accordance with the Illinois Procurement Code and rules promulgated under that Code. When the State of Illinois is not a party to the joint purchase agreement, the acceptance of bids shall be governed by the agreement.

The personal property, supplies or services involved shall be distributed or rendered directly to each governmental unit taking part in the purchase. The person selling the personal property, supplies or services may bill each governmental unit separately for its proportionate share of the cost of the personal property, supplies or services purchased.

The credit or liability of each governmental unit shall remain separate and distinct. Disputes between bidders and governmental units shall be resolved between the immediate parties.

Section 4. Letting of bids. The purchases of all personal property, supplies and services under this Act shall be based on competitive, sealed bids. Bids shall be solicited by public notice inserted at least once in a newspaper of general circulation in one of the counties where the materials are to be used and at least five (5) calendar days before the final date of submitting bids. When the State of Illinois is a party to the joint purchase agreement, public notice soliciting the bids shall be inserted in the official newspaper of the State. Such notice shall include a general description of the personal property, supplies or services to be purchased and shall state where all blanks and specifications may be obtained and the time and place for the opening of bids. The governmental unit conducting the bid letting may also solicit sealed bids by sending requests by mail to prospective suppliers and by posting notices on a public bulletin board in its office.

All purchases, orders or contracts shall be awarded to the lowest responsible bidder taking into consideration the qualities of the articles or services supplied, their conformity with the specifications, their suitability to the requirements of the participating governmental units and the delivery terms.

Where the State of Illinois is not a party, all bids may be rejected and new bids solicited if one or more of the participating governmental units believes the public interest may be served thereby. Each bid, with the name of the bidder, shall be entered on a record, which record with the successful bid indicated thereon shall, after the award of the purchase (or order) or contract, be open to public inspection. A copy of all contracts shall be filed with the purchasing agent or clerk or secretary of each participating governmental unit.

Section 4.1. Prompt Payment. Purchases made pursuant to this Act shall be made in compliance with the "Local Government Prompt Payment Act", approved by the Eighty-Fourth General Assembly.

Section 4.2. Procurement of personal property, supplies and services. Any governmental unit may, without violating any bidding requirement otherwise applicable to it, procure personal property, supplies and services under any contract let by the State pursuant to lawful procurement procedures.

Section 5. Application of Act. The provisions of this Act shall not apply to public utility services.

Section 6. Construction of powers and authority conferred. The powers and authority conferred by this Act shall be construed as in addition and supplemental to powers or authority conferred by any other law and nothing in this Act shall be construed as limiting any other powers or authority of any public agency.

JOINT PURCHASING ACT
Participation Resolution

Pursuant to the rules promulgated by the Illinois Department of Central Management Services (“Department”) in furtherance of the Joint Purchasing Act,

BE IT HEREBY RESOLVED BY THE

Name of Governmental Unit

That said governmental unit does hereby agree on a voluntary basis to participate in the Joint Purchasing Program administered by the Department from the date of this resolution until such time as the Department is given written notice this resolution is revoked.

BE IT FURTHER RESOLVED THAT _____
Name and Title of Contact Person

Is hereby authorized and directed to execute on behalf of the governmental unit all necessary forms, applications, requisitions, and other documents related to this program.

DATE OF PASSAGE _____

OFFICE OF GOVERNMENTAL UNIT (BOARD MEMBER)

Name: _____ Title: _____

Signature: _____

Attest: _____
Signature and Title of Clerk or other appropriate official of governing body

Contact Information:

Mailing Address: _____

City / Zip Code: _____

County: _____

E-Mail: _____

Phone: _____

(Area Code)

Fax: _____

(Area Code)

Return to: IL Department of Central Management Services
Joint Purchasing Coordinator
801 Stratton Office Building
Springfield, IL 62706

Fax (217) 782-5187